

12 AUG 1960

MEMORANDUM FOR: Director of Central Intelligence

THROUGH: Acting Deputy Director (Support) /s/ [redacted]

SUBJECT: Report of Progress--New System of Coding Employee Qualifications

1. This memorandum is for information.
2. Among the recommendations made by the Inspector General at the conclusion of his survey of the Office of Personnel were (1) that efforts be continued and intensified to revise existing methods for coding the qualifications of Agency employees, and (2) that a report of progress achieved as of 30 June 1960 be submitted to the Director of Central Intelligence. Such report is furnished below.
3. The Office of Personnel has now completed an examination of the procedures for analyzing and coding employee qualifications in numerous establishments representing Government civilian departments, the military services, private industry, and various other categories. We have sought also to inventory all conceivable situations which might involve the use of a qualifications file in order to construct a system keyed to such requirements. As a result of these studies, a CIA coding manual has been drafted and will be disseminated in September to selected Agency components for working-level critique in advance of requesting formal concurrence.
4. The new procedures for recording qualifications data on Agency personnel would provide for identifying their skills among approximately 200 major occupational groupings with further refinement contemplated to approximately 2,000 sub-categories. Additionally, the level of skill attained (in terms of years of education or experience) would be expressed in the code as well as the source of knowledge or means through which the skills were attained.
5. As soon as the proposed coding manual is concurred in on an Agency-wide basis, it is our plan to distribute a relatively simple check list among Agency personnel to accomplish qualifications coding in as uncomplicated a method as possible. Prior to return to the Office of Personnel, such check lists would be reviewed and confirmed by the appropriate Career Services. We believe that these steps should be completed prior to 1 July 1961.

Distribution:

0 & 1 - Addressee

1 - DDCI

1 - ADD/S

1 - IG

2 - D/Pers (1 w/held)

2 - PCD/OP

OD/Pers/[redacted] rg (12 Aug 60)

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Acting Director of Personnel

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